



## ST. JAMES' CHURCH OF ENGLAND PRIMARY ACADEMY

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Home School Support Worker and Learning Mentor
<b>ACCOUNTABLE TO:</b>	Headteacher

#### Job Purpose

- To support and enable families whose children are experiencing difficulties.
- To engage with families to provide early intervention, support and guidance to increase engagement with the school and therefore have a positive impact on pupils' learning and outcomes.
- To liaise with and undertake referrals to other agencies, as appropriate.
- To contribute to children's social and emotional well-being and have a significant impact on their achievement.

#### Accountability

- To be prepared to provide support for individual children to enable them to participate fully in class activities, as appropriate.
- Assist with observation and monitoring of pupil's progress.
- To advise on practical childcare and parenting skills, including how to meet the emotional needs of children (for example setting boundaries, sleep routines, healthy eating and consistent discipline).
- To promote the self-esteem of family members, helping them to develop personal and interpersonal skills, which will enable them to respond to each other's needs by communicating openly and provide good parenting.
- To keep up to date and accurate notes of visits, observations, telephone calls etc. To contribute to reports, case meetings and case conferences as required. To assist in planning for meeting the needs of children.
- To attend supervision, seminars, staff meetings and undertake training as required to develop the postholder's own skills in helping parents and children.
- To support identified children in building positive relationships with other children in the playground.
- Establish and build good relationships with families and encourage good home-school communication.
- Work with the Attendance Officer and Headteacher to identify why children are not achieving good attendance and punctuality and assist in the implementation of measures to address this.
- Signpost families to sources of advice and guidance within the community and via other agencies.
- Liaise with other agencies and assist with referrals where appropriate.

#### Qualifications and Experience

- The post will be subject to an Enhanced Disclosure and Barring Check.
- Knowledge and skills equivalent to level three national qualifications.
- Driving licence essential.

You must be able to demonstrate some experience of the following:

- One years working experience with children and families.
- Experience of working with children in a supportive role.
- Experience of working with children in a family setting.
- Experience of facilitating groups.
- Experience of working within a multi-agency environment.

### **Specialist Skills, Knowledge and Abilities**

You must be able to demonstrate that you have:

- Good communication, listening and observation skills.
- An understanding of the needs of children and young people.
- Ability to work as a member of a team.
- The ability to keep accurate records and have organisational skills.
- An understanding of child development.
- Skills in mediation, negotiation and problem solving.
- Flexibility and initiative essential.
- Ability to work in a non-judgemental way.
- Confident and able to be assertive when necessary.
- Commitment towards families, combined with a professional approach.
- Willingness to work with other agencies.
- Ability to manage confidential information.
- Knowledge of the parenting needs of children.
- IT skills.
- Commitment to raising attainment and removing barriers to learning.

### **Duties Will Include**

- Present the school in a positive way in the community.
- Be an active member of the school's Designated Safeguarding Team.
- Work in partnership with the SENCo, where necessary.
- Share information with staff teams, where appropriate.
- Initiate and develop activities to promote inclusion.
- Support in a practical and advisory capacity those pupils and families who are referred to you through the school referral system ensuring that all work undertaken forms part of an overall plan – liaison with school staff is essential.
- Run a lunchtime support group for pupils who find it difficult to socialise well during unstructured playtimes.
- Assist parents/carers with practical arrangements to ensure that pupils are punctual and attend appointments e.g. hospital therapy sessions. Work closely with supporting agencies when appropriate e.g. AAP.
- Support families whose children are often late for school in consultation with the AAP, Office Manager and other school staff.
- Assist with the organisation of children during holiday play schemes.
- Undertake professional development to secure own working knowledge of new initiatives and practices.
- Comply with all school policies and procedures, in particular those relating to child protection, health and safety, security, confidentiality and data protection.
- Meet and greet parents at the beginning and end of the school day.